

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE PARKS AND RECREATION COMMISSION**

1. CALL TO ORDER

The Torrance Parks and Recreation Commission convened in a regular session at 7:00 p.m. on Wednesday, December 10, 2014 in the West Annex Meeting Room, Torrance City Hall.

2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

Present: Commissioners Greenberg, Hays, Love,
Reilly, Uchima, and Chairperson Baxter.

Absent: Commissioner Mayeda.

Also Present: Community Services Director Jones, Park Services
Manager Carson, Senior Business Manager Minter,
and Recreation Services Manager Brunette.

MOTION: Commissioner Hays moved to grant Commissioner Mayeda an excused absence for the December 10, 2014 Commission meeting. Commissioner Love seconded the motion; a roll call vote reflected unanimous approval.

3. FLAG SALUTE

Commissioner Uchima led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Reilly moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Uchima seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Mayeda).

5. APPROVAL OF MINUTES

5A. MINUTES OF NOVEMBER 12, 2014

MOTION: Commissioner Hays moved to approve the Commission meeting minutes of November 12, 2014 as submitted. Commissioner Greenberg seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Mayeda).

6. ORAL COMMUNICATIONS #1

6A. Senior Business Manager Minter introduced Karina Vint, Community Services Department intern, who shared her background as a former City employee and current student at Texas State University.

6B. Recreation Services Manager Brunette introduced Matt Landon, Recreation Supervisor, who began two months ago.

6C. The Commission welcomed Torrance Youth Council member Michael Johannes from California Academy of Math and Science (CAMS).

7. NEW BUSINESS

7A. PARK SIGN DISCUSSION

Karina Vint presented a PowerPoint presentation on the Torrance City Park Signage project that she has been working on during her internship. She stated that the purpose of the project is to rid the City of sign blight and outdated signs, to create welcoming and informative signage at each park, and helping to accomplishing the Department's mission of providing quality services, activities, facilities, and programs for everyone who works and plays in the City. She showed examples of current signage at parks, noting that some of the signs are too faded to read and are redundant of newer signs. She presented drafts of potential signs that consolidate all the rules onto one sign, add park names, hours and telephone numbers, use universal symbols, add more color, and are more welcoming. She noted that she received input from the community at Farmers' Market as well as from Park Services Division, Facility Booking Office, and Park Rangers.

Commissioner Reilly suggested that blank space be left on new signs in case more information needs to be added in the future, Commissioner Hays suggested leaving "No Smoking" signs at playgrounds, and Commissioner Love suggested leaving the mileage signs on the walking paths.

7B. DISCUSSION OF SUGGESTED TOPICS FOR A PROPOSED JOINT MEETING WITH CITY COUNCIL

Community Services Director Jones provided background and stated that the joint meeting with City Council is tentatively scheduled for February 10, 2015. He presented possible agenda topics that the Commission may want to consider if it decides to move forward with the joint meeting.

Commissioner Hays stated that he is in favor of having a joint meeting, with the focus on increasing grant funding for the Non-Profit Social Services grant program.

Staff recommended not only discussing an overview of funded capital projects but also projects that are important to the community and the Commission but have not yet been funded. Another topic suggested is the need to increase Park Services staff as open space availability increases.

Commissioner Reilly offered her observation that graphics make a more visual impact than PowerPoint presentations.

MOTION: Commissioner Love moved for the Commission to move forward with the joint meeting with City Council on February 10, 2015. Commissioner Greenberg seconded the motion; a roll call vote reflected unanimous approval (absent Commissioner Mayeda).

Staff offered to bring back a draft agenda for the joint meeting at the January 2015 Commission meeting.

7C. PRESENTATION OF FINDINGS FOR TORRANCE AMERICAN BASEBALL SAFETY REVIEW

Senior Business Manager Minter provided background on the item continued from the November 12 Commission meeting. With the aid of slides, he described aerial views of the alleyways entering Doris Way Sump, noting that concerns about speeding were raised primarily regarding alley #4. He stated that staff worked with the City's Traffic Engineer regarding safety concerns addressed during that meeting and recommended adding temporary signage and potentially assigning a volunteer traffic monitor on Saturday mornings. He stated that the Traffic Engineer did not recommend speed bumps as a speed mitigation technique, noting that there are no speed bumps in any public right-of-way in the City. He added that the increased signage could be duplicated in the other three alleys. He informed the Commission that at their December 9 meeting City Council continued approval of the lease agreement to December 23.

Community Services Director Jones discussed the background of the sump.

Commissioner Greenberg raised the possibility of having a traffic officer issue citations for a few days, and Senior Business Manager Minter stated that the first step should be education, then enforcement.

Commissioner Reilly expressed concern about additional signage and suggested using landscaping or flowerpots as a traffic calming technique, similar to what has been done on Artesia Boulevard.

Commissioner Greenberg stated that drivers might be unaware that the speed limit is only 15 miles per hour, pointing out that the signs would only be visible to a few houses.

Commissioner Uchima suggested that parking a police car next to the entry of the alley might be effective in getting drivers to slow down.

Keith Newmeyer, representing Torrance American Baseball, expressed his willingness to use temporary A-frame signs on Saturdays. He noted that the problem is that two garages open onto the alley and pointed out that the alley is primarily used for exiting.

Senior Business Manager Minter provided clarification that a Traffic Plan for Torrance American Baseball is on file.

7D. REVIEW OF QUARTERLY CAPITAL PROJECT REPORT AND COMPLETION MATRIX

Community Services Director Jones provided a July - September 2014 report of capital projects that have been completed, are in progress, and maintenance and ongoing replacement projects in progress. He reported that this Capital Project Report would be provided to the Commission on a quarterly basis as well as to the City Manager. He noted that the matrix assigns percentages as to the completeness of each

project. He explained that when City Council approves capital projects they are assigned a FEAP number and placed into the Capital Projects Budget for the City, adding that projects above \$40,000 need to be approved by the City Manager.

Commissioner Reilly suggested adding columns detailing new projected completion dates and short explanations why they were delayed.

8. STANDING COMMITTEE UPDATES

8A. FACILITIES COMMITTEE - No report.

8B. GRANTS COMMITTEE

Staff reported that the Commission's recommendation for grant funding would be considered by City Council at their January 13, 2015 meeting.

8C. OPEN SPACE COMMITTEE - No report.

8D. PROGRAMS COMMITTEE - No report.

9. MONTHLY DEPARTMENT ACTIVITY

9A. ADMINISTRATIVE SERVICES DIVISION

Senior Business Manager Minter noted that the Administrative Services Division Report for November 2014 was included in agenda packets.

9B. PARK SERVICES DIVISION

Park Services Manager Carson noted that the Park Services Division Report for November 2014 was included in attachments.

Chairperson Baxter expressed his appreciation for the new informative format, and Commissioner Hays stated that he was pleased to receive the Madrona Marsh report.

Senior Business Manager Minter was pleased to report that there have been seven park bench dedications at Miramar Park, four this month.

9C. RECREATION SERVICES DIVISION

Recreation Services Manager Brunette noted that the Recreation Services Division Report for November 2014 was included in agenda packets. He reported that the Plunge is drained and replastering the pool bottom has begun. He highlighted the Youth Basketball program that has over 1,600 participants and After School Club program that has 416 youth enrolled. He stated that new netting is being installed at Sea Aire Golf Course beginning December 19 and that all Torrance Adult Softball umpires will be completing a "Slow Pitch Softball Umpire Training and Certification" course before the season begins. He stated that the 35th Turkey Trot had 4,200 registered runners and announced the Christmas Boutique on December 14 at Wilson Park.

Responding to Commissioner Reilly's inquiry, he explained how volunteer coaches are background checked, monitored, and trained.

10. ORAL COMMUNICATIONS #2

10A. Staff and Commissioners wished each other a happy holiday season and thanked each other for their support during a very productive year.

10B. Community Services Director Jones thanked Chairperson Baxter for shooting the starting pistol at the Turkey Trot and Commissioners stated that they enjoyed participating in the event.

10C. Community Services Director Jones encouraged Commissioners to attend the grand opening of Pueblo Park on December 13 and announced the Rose Float Officials' Night on December 28.

10D. Commissioner Hays stated that he enjoyed Torrance Theatre Company's "Brighton Beach Memoirs" and encouraged Commissioners to get season tickets.

10E. Senior Business Manager Minter reported that demolition of the Greenwood Park play equipment has begun and installation of the new equipment will begin next week. He stated that construction for the McMaster Park renovation is beginning January 5, 2015, with completion expected by the end of May.

11. ADJOURNMENT

MOTION: At 8:58 p.m., Commissioner Hays moved to adjourn the meeting to Wednesday, January 14, 2015 at 7:00 p.m. in the West Annex Meeting Room, Torrance City Hall. Commissioner Uchima seconded the motion and, hearing no objection, Chairperson Baxter so ordered.

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Approved as submitted January 14, 2015 s/ Rebecca Poirier, City Clerk
